

## **TOP TEN THINGS ATTORNEYS SHOULD KNOW THE DAY THE COURT GOES LIVE ON MAY 2, 2005**

10. You must still file all documents with the court in paper, until you are an E-filer.
9. When you file paper, you will still file courtesy copies for the judges. Once you become an E-Filer paper courtesy copies will still be required for (a) all dispositive motions and memoranda with exhibits more than 10 pages, (b) and for other documents that the judge requests courtesy copies.
8. If you are currently receiving notices and orders from the court by fax, you will now receive them by mail. Sign up for email noticing!
7. If you are currently receiving notices and orders from the court by e-mail, you will now receive Notices of Electronic Filings (NEFs) for everything docketed on your case(s) except sealed documents or in sealed cases. These NEFs may be delayed because they are only generated when items are docketed. NEFs are emails from the court and instead of containing the document as an attachment, it will contain only a link to the document.
6. Notices of Hearing will now be the NEF with no document attached. You may receive NEFs that are themselves docket text orders entered by judges. These items will not have any associated filing other than the text in the NEF.
5. NEFs will not constitute service if a document is filed into CM/ECF by the court. Once you are an e-filer, any document you enter will be considered served on other E-Filers. Non E-Filers will need to be served in paper.
4. Each NEF will contain a link to the document filed and you will receive one "free look" at the document, which will be in PDF format. You should print and/or save the pdf document. The free look is only available the first time the hyperlink in the NEF is clicked. The hyperlink will expire after the earlier of these two events: the first use or 15 days. Forwarding a NEF after the first look, will not allow the next recipient a free look.
3. You will start to receive minute entries from the court if you are enrolled in email noticing.
2. Docketing may be delayed in May and June, because items must be scanned before they are docketed. If a paper needs immediate attention or action, speak with the intake staff at the time of filing. Docketing will be prioritized with criminal docketing taking precedence.
1. PACER will still be in effect but have a different look as you will be accessing dockets through CM/ECF. Help is as close as <http://pacer.psc.uscourts.gov/faq.html> or 1-800-676-6856.

Case Management

**CM / ECF**

Electronic Case Files

*The "WAVE" of the Future*

